



HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO

REQUEST FOR PROPOSALS

ROOFING REPAIR OR REPLACEMENT
AS-NEEDED BASIS
(PC650)

Issue Date: February 21, 2012

Proposals Due: March 22, 2012 at 4 pm

Issued by:

Housing Authority of the County of San Bernardino
715 E. Brier Drive
San Bernardino, CA 92408

REQUEST FOR PROPOSALS

ROOFING REPLACEMENT AND REPAIR AS-NEEDED BASIS (PC650)

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HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO

Roofing Replacement and Repair (as-needed basis)

I. INTRODUCTION

The Housing Authority of the County of San Bernardino, hereafter referred to as the HACSB was organized in 1941, under the U.S. Housing Act of 1937. We are governed by a seven-member Board of Commissioners, which includes two tenant commissioners and five appointed by the county board of supervisors. Our main purpose is to provide affordable housing to low and moderate income families, senior citizens and disable/handicapped individuals. We also provide self sufficiency programs and non-discriminatory housing assistance services. The HACSB is seeking proposals from interested, qualified, organizations/individuals to provide Roofing replacement and repair on an as-needed basis throughout the County of San Bernardino.

<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>	<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>
Chino, Colton, Ontario, Montclair, Rancho Cucamonga, Fontana, Bloomington, Rialto Chino Public Housing 13088 Monte Vista Ave. Chino, CA 91710	AMP 206	Maplewood Homes Community 1738 West 9 th St. San Bernardino, CA 92411	AMP 203
Waterman Gardens 425 Crestview Avenue San Bernardino, CA 92410	AMP202	Mt. Vernon – Colton 772 Pine St. Colton, CA 92324	AMP 206
Redlands, Highland, Loma Linda Yucaipa Redlands Public Housing 131 East Lugonia Redlands, CA 92374	AMP 205	Barstow Barstow Public Housing 421 South 7 th St. Barstow, CA 92311	AMP 207
Administrative Office 715 E. Brier Drive San Bernardino, CA 92408		Housing Programs Office 672 S. Waterman Avenue San Bernardino, CA 92408	
Ontario HCV Office 424 N. Lemon Avenue Ontario, CA 91764		Victorville HCV Office 15465 Seneca Road Victorville, CA 92392	
Waterman Gardens Community Center 402 Alder Street San Bernardino, CA 92410		Redlands Public Housing Site 803 W. Brockton Avenue Redlands, CA 92374	AMP 205
Central Shop (Warehouse) 660 E. Orange Street San Bernardino, CA 92410		Cabinet Shop 660 E. Olive Street San Bernardino, CA 92410	

Proposers may submit bids on a lot by lot basis (management point) and/or the entire proposal. Proposals will be accepted and awarded by geographic area. Contractors may submit proposals for all or some of the service areas. Successful Contractor(s) awarded for a service area will be required to provide their services to all locations within the geographic service area. It is the intent of the HACSB to award multiple

contracts for the Agency and/or individual service areas. Evaluation and awards will be made to the proposer(s) who best meet the needs of the HACSB.

II. PURPOSE

The purpose of this Request for Proposals is to solicit responses from qualified companies to furnish services to the HACSB as identified in the "Scope of Work" of this request.

III. BOARD

The powers of the HACSB are vested in its Board of Commissioners.

IV. ADMINISTRATIVE PERSONNEL

Susan Benner is the President/CEO of the HACSB.

V. SCOPE OF SERVICES

Respondents will be expected to provide Roofing replacement and repair as outlined in Scope of Work Exhibit A.

VI. RFP INSTRUCTIONS

a. Contact Information

This RFP is being issued, as will any addenda, by the HACSB. The contact person for the HACSB is:

Mary Bigness, Procurement and Contracts Dept.
715 E. Brier Drive
San Bernardino, CA 92408-2841
(909) 890-0644 Ext. 2211
mbigness@hacsb.com

b. RFP Submission and Format

By this Request for Proposals, the HACSB solicits proposals to be received by **4:00 p.m. (PST)** on **March 22, 2012** in the form outlined below. **Late submittals will not be accepted.** Proposals must be submitted by mail with **one (1) signed original and four (4) copies.** (Please make sure you identify which of the copies is the "Original"). Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal shall include the following:

- Identification of the company or individual(s) including name, address, telephone number, fax number, and email address;
- Name, title, address and telephone number of contact person during the period of the evaluation process;

2. Proposal shall be submitted by mail or hand-carried to:

**Housing Authority of the County of San Bernardino
Procurement & Contracts Department
Attn: Mary Bigness
715 East Brier Drive
San Bernardino, CA 92408-2841**

The envelope must be **sealed** and include the following notation on the bottom left hand corner of the proposal, "**Request for Proposal PC650 for Roofing Replacement and Repair-As Needed Basis Enclosed.**" Please also include company /individual name on outside of envelope. The proposals will be evaluated based on the criteria established in this document. Proposals received after the specified date and time will not be accepted. Two or more companies may be selected for an interview.

3. **Facsimile Copies or emails will not be accepted.** All proposals will become property of the HACSB upon submission.

c. RFP Terms and Conditions

The HACSB reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the HACSB's choosing.

d. Board and Staff Communications

Under no circumstances may any member of the HACSB or any staff member other than the contact specified in Section VI. a. above be contacted during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individuals identified in Section VI. a above.

e. Timetable

<u>Event</u>	<u>Date</u>
Request for Proposal Released	February 21, 2012
Due Date for Questions	March 5, 2012 by 3:00 P.M.
Posting of Responses for Questions	March 8, 2012
Proposals Due	March 22, 2012 at 4:00 P.M.
Evaluation Process/Interviews	Week of March 22 nd – Week of March 27 th , 2012
Board Approval (If required)	April/May 2012
Award Contract	June 1, 2012

If you have questions regarding this proposal, you must submit them in writing to mbigness@hacsb.com no later than **3:00 P.M. (PST) on March 5, 2012.**

Responses to all appropriately submitted questions will be posted on the HACSB's website on or before March 8, 2012.

The deadline for submissions in response to this Request for Proposals is 4:00 P.M. (PST), March 22, 2012. Telephone or fax responses will not be accepted for this request. It is the intent of the HACSB to award an agreement for Roofing Repair or Replacement As-Needed Basis no later than June 1, 2012.

f. Release of Information

Information submitted in response to this RFP will not be released by the HACSB during the proposal evaluation process or prior to a contract award.

g. Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

h. Term of Contract

HACSB intends to award a contract for its requirements as follows:

The contract period of performance is for two years, beginning on or about June 1, 2012 and expiring May 31, 2014.

Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from HACSB. The Notice to Proceed shall set forth the precise date of commencement of the work.

Contractor shall make its non-exclusive services available during the entire contract period.

HACSB may award the contract at a time other than that stated in the Schedule. In which case HACSB, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

i. Wage Rate:

Contractor shall pay its employees that perform such work as stated within this RFP at a rate not less than the current Davis-Bacon Wage rate. Information on the most current rates may be obtained from the following location: <http://www.gpo.gov/davisbacon/>.

Price Escalation:

After the first contract period (and at the beginning of any ensuing contract period, there may be an escalation of labor costs allowed in the same amount of an escalation that occurs pertaining to the State of California Prevailing Wage Rates or the applicable Department of Labor Wage rate. For example if, at the end of the first contract period the listed Prevailing/DOL wage rates increase 5% as compared with the listed rates on the date of the bid submittal deadline, the Contractor will be entitled to a 5% increase in to the labor rates that they submitted in response to the proposal. For the option years, January 3 will be used for the baseline date to determine the listed wage rate. There shall be no more than one of these adjustments within any 12 month period during the contract. If the responsible governmental agency increases any rate more than once in a 12-month period; an exception may be granted.

k. HACSB Reserves the Right to:

1. Request an oral interview with, and additional information from, companies/individuals prior to final selection of a provider.
2. Consider information about a company/individual in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

VII. RFP QUESTIONS FOR PROVIDERS

a. Organizational and Personnel Background

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

b. Experience

Discuss your experience, in serving as a provider of Roofing replacement and repair services.

c. Miscellaneous Discussion Questions

1. Identify the specific individuals who would be assigned to work with the HACSB and specify which person would be the primary contact person with the HACSB.
2. Identify the specific locations for which you are proposing to provide services on Proposal Form Exhibit C.
3. Provide an estimate of the time that will be required to begin Roofing replacement and repair as-needed basis as outlined in Exhibit A.

d. Price

Please provide cost for each item as listed on the bid proposal sheet, and notate each lot for the rendering of services and clearly specify if any additional expenses will be charged to the HACSB in connection with this proposal. Proposers may bid on one, multiple, and/or all lots.

e. Affirmative Action

The HACSB requires that each respondent be an Equal Opportunity Employer:

State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

VIII. RFP REVIEW

At a HACSB meeting, scheduled after such review, some of the companies that have responded may be asked to be available for interviews. If so, those companies will be given not less than three (3) business days notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

IX. PRE-BID CONFERENCE—NONE SCHEDULED

X. COMPANY QUALIFICATIONS

Proposals shall be considered from responsible organizations or individuals engaged in the performance of Roofing replacement and repair Services. Proposals must include information on competency in performing comparable Roofing replacement and repair Services, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- a. Brief history of company
- b. A listing of five (5) references where similar services were performed. The client reference shall include the name of organization, contact person, address, telephone number(s), and email address.
- c. Vendor shall describe their understanding of the project scope, their proposed approach to performing the services, and submit a proposed schedule.

XI. SELECTION CRITERIA

All proposals will be initially evaluated to determine if they meet the following minimum requirements:

Minimum Proposer Qualifications (pass/fail):

- a. Experience of organization: Have at least three (3) years experience in providing roofing and construction services for rental units for other similar sized entities with similar scope;
- b. Provide at least five (5) references for which like services have been performed within the past five (5) years; The HACSB reserves the right to contact any party that the Proposer has worked for in the past and to reject a Proposer based on past poor performance.
- c. Meet other presentation and participation requirements listed in this RFP;
- d. Have no outstanding or pending complaints as determined through the Better Business Bureau, State of California Contractor's State License Board and State of California Department of Consumer Affairs, and have no unsatisfactory record of performance with any public agency; and
- e. Have the administrative and fiscal capability to provide and manage the proposed services.

Contract shall be awarded to the lowest responsive and responsible BIDDER who fulfills the minimum requirements of this proposal.

In the event of a tie low bid, the proposer who offers and guarantees superior service times, bettering the requirements in this solicitation, shall be considered the top candidate for contract award.

XII. RFP REQUIREMENTS AND CONDITIONS

Minimum Requirements

This RFP sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

Cost of the Proposal

Costs incurred by any proposer in the preparation of its response to the RFP are the responsibility of the proposer and will not be reimbursed by the HACSB. Proposers shall not include any such expenses as part of their proposals.

Clarification to Proposals

The HACSB reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

Cancellation of the RFP

The HACSB reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the HACSB. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of The HACSB has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

Contacts

All questions concerning the RFP shall be directed to Mary Bigness, Procurement and Contracts Department, whose contact information is provided above. To avoid all appearances of impropriety proposer should only contact the above referenced staff person and should not attempt to contact any HACSB

Commissioner or the President/CEO. No oral request for clarification or information will be accepted. All such requests must be in writing (by email, mail, fax, or hand delivery) and submitted to the HACSB no later than **3:00 P.M. (PST) on March 5, 2012**. All questions and clarifications shall be answered in one written addendum, which will be posted to the HACSB website, and issued to all respondents who have been duly recorded as having received a copy of the RFP in the HACSB's distribution log, no later than **March 8, 2012**.

Disputes

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFP, the dispute process shall apply.

Contractors may appeal the recommended award, provided the appeal is in writing, contains the RFP number, is delivered to the address listed in Section VI, a. of this RFP, and is submitted according to the time requirements listed below. The following shall apply to protests (unless otherwise specified, this section will use the term "protest" to also include disputes and appeals):

Solicitation: Contractors may protest a solicitation issued by HACSB. It must be received by the Contracting Officer before the bid or proposal submittal deadline, or it will not be considered.

Award RFP: Any protest against the award of a contract based on an RFP must be received by the Contracting Officer no later than two full business days after the bid submittal deadline, or before award of the contract, whichever is earlier, or the protest will not be considered.

Award RFP/RFQ: Any protest against the award of a contract based on an RFP or RFQ or appeal of a decision by HACSB to reject a proposal, must be received by the Contracting Officer within three business days after notification to an unsuccessful proposer that they were not selected, or the protest will not be considered.

Rejection of Bid: Any protest of a decision by HACSB to reject a bid submitted in response to an RFP must be received by the Contracting Officer within two business days after being notified in writing of HACSB's decision, or the appeal will not be considered.

A written response will be directed to the appealing Contractor within fourteen (14) calendar days of receipt of the appeal, advising of the decision with regard to the appeal and the basis for the decision.

The decision of the HACSB shall be final and binding upon all parties.

XIII. INSURANCE REQUIREMENTS

A. Proof of Insurance, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors

used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.

- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *HACSB Additional Insured* or,
- Commercial General Liability:** \$3,000,000; combined single limit bodily and property damage liability per occurrence; *HACSB additional named insured*.
- Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB Additional Insured*.
- Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- Professional Liability:** \$1,000,000; per occurrence and aggregate.
- Workers' Compensation:** statutory limits or,
- Self-Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- Environmental Liability:** \$500,000; per occurrence and aggregate; *HACSB Additional Insured*.
- Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *HACSB additional named insured*.
- Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *HACSB Additional Insured*.

B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

C. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by

HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department.

Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

6. Insurance Review

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance

coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

XIV. CONTRACT CONDITIONS

Americans with Disabilities Act

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

Law of the State of California

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

Contract Terms and Final Selection

The selected company/individual will be expected to sign the HACSB's Contract Agreement, which will specify the term of service, likely to be annually. If the selected applicant and the HACSB cannot come to terms with respect to the contract, the HACSB reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to the HACSB.

EXHIBIT A

ROOFING REPAIR OR REPLACEMENT AS NEEDED BASIS

SPECIFICATION

PART 1 GENERAL

It is the intent of this RFP is to establish a term contract, with a vendor or multiple vendors for the Housing Authority of the County of San Bernardino for labor, materials and equipment necessary to provide Roofing repairs and replacements for rental units on an “as needed” basis. HACSB owns and manages multiple public housing units in a variety of configurations, throughout the County.

All work is to be performed according to industry standards, according to the material manufacturers' recommendations and to the satisfaction of HACSB. The Contractor will perform Roofing repairs and replacements for buildings owned by HACSB and located throughout San Bernardino County as requested by the Facilities Director or their designee. The HACSB offers no guarantee of any amount of work to be performed under the Contract.

The repeated failure of any Contractor to provide service when contacted shall result in that Contractor's contract being canceled for nonperformance. The HACSB shall document failure to respond, and the Contractor may not be permitted to participate in future contracts for these services.

1.01 **SERVICE AREA LOCATIONS:**

<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>	<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>
Chino, Colton, Ontario, Montclair, Rancho Cucamonga, Fontana, Bloomington, Rialto Chino Public Housing 13088 Monte Vista Ave. Chino, CA 91710	AMP 206	Maplewood Homes Community 1738 West 9 th St. San Bernardino, CA 92411	AMP 203
Waterman Gardens 425 Crestview Avenue San Bernardino, CA 92410	AMP 202	Mt. Vernon – Colton 772 Pine St. Colton, CA 92324	AMP 206
Barstow Barstow Public Housing 421 South 7 th St. Barstow, CA 92311	AMP 207	Administrative Office 715 E. Brier Drive San Bernardino, CA 92408	
Housing Programs Office 672 S. Waterman Avenue San Bernardino, CA 92408		Waterman Gardens Community Center 402 Alder Street San Bernardino, CA 92410	
Redlands Public Housing 803 W. Brockton Avenue Redlands, CA 92374		Ontario Section 8 Office 424 N. Lemon Avenue Ontario, CA 91764	
Victorville Section 8 Office 15465 Seneca Road Victorville, CA 92392		Central Shop (Warehouse) 660 E. Orange Street San Bernardino, CA 92410	
Cabinet Shop 660 E. Olive Street San Bernardino, CA 92410			

Proposals will be accepted and awarded by geographic area. Contractors may submit proposals for all or some of the service areas. Successful Contractor(s) awarded for a service area will be required to provide their services to all locations within the geographic service area. It is the intent of the HACSB to award multiple contracts for the Agency and/or individual service areas.

1.02 WORK INCLUDED

1) General Scope of Work

- a) Through this bid, HACSB is establishing a contract with a Contractor for the repair of roofs on various HACSB buildings in the San Bernardino County area on an as-needed basis. The Contractor who is selected will be expected to provide these repairs based on the prices quoted in this bid.
- b) The Contractor shall provide all labor, materials, equipment and supervision with incidental services necessary to make needed repairs.
- c) HACSB facilities consist of multiple buildings, ranging in age from those recently built to those which are over 50 years old. Building types range from offices to residential houses.
- d) The roofing on these facilities may be an asphalt shingle, clay tile, bituminous or roll type roof. The selected Contractor shall have the experience, ability, and staff to perform any and all repairs for each type of roofing material and application.
- e) The repairs may include, but is not limited to; any or all of the following repair and or replacement tasks:
 - i) aluminum flashing
 - ii) fascia boards
 - iii) drip edge
 - iv) plywood sheeting
- f) When repairs are required, the Contractor will be contacted by a member of the Facilities Management staff and will be expected to make the repairs in a timely manner, based on the pricing contained in this proposal.
- g) If repairs are beyond the scope of this pricing, the Contractor is expected to contact Facilities Management with an explanation and an estimated cost for these repairs.
- h) The contractor will be expected to fully complete the attached price breakdown in the bid form.
- i) HACSB Facilities Management and the Procurement & Contracts Manager reserves the right before making an award to have the premises of the bidder inspected, or to take any action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, and/or equipment for the ability to perform and comply with the conditions of the bid.

2) COMPLETION

- a) Upon completion of each repair, or when directed by the Facilities Management or Maintenance Supervisor, the Contractor shall conduct careful inspection with the Facilities Management or Maintenance Supervisor and shall correct all defective work to the satisfaction of HACSB.
- b) Remove all scrap, litter and debris resulting from operations specified herein, and leave work and the premises in clean and satisfactory condition.

3) WARRANTY

- a) The Contractor and or manufacturer shall warrant all work performed under this contract for a period of two years from the date of HACSB's acceptance of completed job.
- b) Any defects in materials or workmanship appearing during this period shall be corrected without cost to HACSB.

1.03 PROJECT COORDINATORS

1. The HACSB project coordinators for this project are the Property Managers, who can be contacted via telephone numbers, which will be provided to the awarded contractor(s). Any

work at the site shall be scheduled through HACSB at least forty-eight (48) hours in advance of the work.

2. The contractor shall provide a Project Coordinator for the duration of the term of this agreement.
3. The contractor's Project Coordinator shall have a cellular telephone, which number shall be provided to HACSB. The Project Manager shall establish a routine for communications with HACSB to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by HACSB. When the contractor or its agents are on the site, the Project Manager shall contact HACSB at least daily to review overall performance, receive special instructions regarding the scope of work or other pertinent items regarding the contract, and the contractor's performance.
4. Before the work commences, the contractor must provide a work schedule that is approved by HACSB.

1.04 CONTRACTORS EMPLOYEES

1. The contractor shall ensure that personnel are knowledgeable of all the requirements of these specifications. The contractor shall be responsible for instructing his employees in safety measures considered appropriate. CAL OSHA safety requirements shall be complied within all activities under this award.

1.05 SITE CONTROL

1. Any areas being prepared, repaired, or finished shall be secured from public access, clearly marked, and barricaded, if necessary. At all times, work shall not interfere with ingress or egress of the building or normal operations by tenants, HACSB employees or vehicles. All surrounding surfaces and vegetation shall be protected from contact with any materials used in this project.
2. The contractor is solely responsible for damage to surrounding surfaces, facilities, vegetation, vehicles, or persons caused by its materials, equipment, workers, or agents. The contractor shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of this project. No materials or equipment shall be left on the site when the contractor's workers are not present. The contractor is responsible for protecting the work from damage from any source prior to final acceptance.

1.06 WORK SCHEDULE

- A. The Contractor shall perform work when needed and requested, including day and night hours as well as weekends and holidays.
- B. The Contractor shall be required to visit the potential job site and submit a written quotation prior to the authorization of work, at no additional charge to the HACSB. The quotation shall be provided within "three (3) business days" of the original request, and shall include a detailed summary in accordance with the contract rates. If the quotation is accepted and the work performed, the Contractor's invoice shall not exceed the quoted

1.07 CLEAN-UP

At completion of work, remove all materials, supplies, debris and rubbish and leave each area in a clean, acceptable condition.

PART 2—CONTRACT PROVISIONS

2.01 MINIMUM PROPOSER REQUIREMENTS

1. The Contractor shall be a full time, commercial roofing contractor with his only line of work being roofing. Contractors not meeting this requirement will not be considered. The HACSB does not consider general contractors as meeting this requirement.
2. The Contractor shall possess and maintain a valid State of California contractor's License, Class B or appropriate specialty contractors license.
3. The Contractor shall provide evidence of his existence in the roofing business for a minimum of three (3) years.
4. The Contractor shall provide references from at least five (5) commercial facilities and/or municipalities for which work has been completed in the past 12 months. References shall be indicated in the BID FORM.

2.02 CONTRACT PRICING

1. Cost shall include all materials, equipment and labor for standard application.
2. The Bidder shall quote a separate hourly rate for any work for which a "square footage" calculation cannot be determined. Overtime work shall be performed only upon the HACSB's request. The Contractor will be compensated at a rate of 1.5 times the quoted hourly rate; this rate will also apply to work performed on holidays.
3. Supplies and materials shall be provided to the HACSB at manufacturer's suggested retail price, less discount. The discount shall be indicated on the BID FORM.
4. The following shall apply to all hourly rate pricing:
 - 4.01 Regular time is defined as the HACSB's normal business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday.
 - 4.02 Overtime work shall be performed only upon the HACSB's request by the Property Manager or their designee.
5. Holiday work shall be performed only upon the HACSB's request. Holidays that qualify for holiday rate billing are as follows:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
6. All hourly rates quoted "must include" overhead, profit, travel and all administrative costs. Trip charges are not permitted under this contract.
7. The Contractor may be required to have the hours worked certified by HACSB personnel at the job site.

2.03 WORK AUTHORIZATION

1. The Contractor shall be required to visit the potential job site and submit a written quotation prior to the authorization of work, at no additional charge to the HACSB. The quotation shall be provided within" three (3) business days" of the original request, and shall include a detailed summary in accordance with the contract rates. If the quotation is accepted and the work performed, the Contractor's invoice shall not exceed the quoted amount unless previously authorized by the Property Manager or the Facilities Director or their designee.

EXHIBIT B

Contact Information Form

To: Mary Bigness, Procurement and Contracts Dept.
(900) 890-0644 Ext 2211, (909) 890-2349 Fax, e-mail
mbigness@hacsb.com

This fax is to acknowledge that we are in receipt of your **RFP #PC650 - Roofing Repairs As Needed Basis**, and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID.

- Yes, I will be submitting a bid.
- Maybe, I need to research and get more information (contact HACSB-information listed above)

NO BID. Indicate *any* of the following. We:

- Do NOT desire to be retained on the vendor list.
- Desire to be retained on the vendor list, but decline to bid based on the following:
 - Cannot comply with specifications/scope of work, Explain: _____

 - Cannot meet delivery requirements, Explain: _____

 - Do not regularly provide this type of product/service
 - Other, Explain: _____
 - Please update my information as listed above.

HOW YOU FOUND OUT ABOUT THE BID. Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: _____
- Trade Publication, please list: _____
- Plan Room, please list: _____
- Other, Explain: _____

EXHIBIT C

PROPOSAL FORM

Proposal: **Roofing replacement and repair Services (as-needed basis) PC650**

Vendor Name: _____

To: The Housing Authority of the County of San Bernardino
 715 E. Brier Drive
 San Bernardino, CA 92408

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the Scope of Work in accordance therewith, for the sum of:

Item	Description	Yr1 2012-13	Yr 2 2013-14
	Provide pricing per the specifications of RFP PC650 for: (note--all labor rates are subject to Davis Bacon Requirements)		
1	Straight time rate (per hour)		
2	Overtime rate (per hour)		
3	Holiday and Sunday Rate (per hour)		
4	Flashing/Asphalt shingle roof (per linear foot)		
5	Flashing/Clay tile roof (per linear foot)		
6	Flashing/Bituminous roof (per linear foot)		
7	Flashing/Roll roof (per linear foot)		
8	Repair of Asphalt shingle roof (per square foot)		
9	Repair of Clay tile roof (per square foot)		
10	Repair of Bituminous roof (per square foot)		
11	Repair of Roll roof (per square foot)		
12	Material Cost markup (percentage)		
13	Transportation charges (if any)—list by lot if variance		
14	Additional charges/services (please list—attach to sheet)		

Proposer may submit bids on a lot by lot basis (management point) and/or the entire proposal. Proposals will be accepted and awarded by geographic area. Contractors may submit proposals for all or some of the service areas. Successful Contractor(s) awarded for a service area will be required to provide their services to all locations within the geographic service area.

This proposal submission covers the following areas: (check Yes or No)

<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>	<u>Yes</u>	<u>No</u>
Mt. Vernon – Colton 772 Pine St. Colton, CA 92324	AMP 206		
Waterman Gardens 425 Crestview Avenue San Bernardino, CA 92410	AMP 202		
Maplewood Homes Community, San Bdn. 1738 West 9 th St. San Bernardino, CA 92411	AMP 203		
Waterman Gardens Community Center 402 Alder Street San Bernardino, CA 92410	AMP 202		
Redlands, Highland, Loma Linda Yucaipa Redlands Public Housing 131 East Lugonia Redlands, CA 92374	AMP 205		
Chino, Colton, Ontario, Montclair, Rancho Cucamonga, Fontana, Bloomington, Rialto Chino Public Housing 13088 Monte Vista Ave. Chino, CA 91710	AMP 206		
Barstow Barstow Public Housing 421 South 7 th St. Barstow, CA 92311	AMP 207		
Administrative Office 715 E. Brier Drive San Bernardino, CA 92408			
Housing Programs Office 672 S. Waterman Avenue San Bernardino, CA 92408			
Ontario HCV Office 424 N. Lemon Avenue Ontario, CA 91764			
Victorville HCV Office 15465 Seneca Road Victorville, CA 92392			
Redlands Public Housing Site 803 W. Brockton Avenue Redlands, CA 92374	AMP 205		

<u>Service /Area Offices:</u>	<u>Mgmt Pt.</u>	<u>Yes</u>	<u>No</u>
Central Shop (Warehouse) 660 E. Orange Street San Bernardino, CA 92410			
Cabinet Shop 660 E. Olive Street San Bernardino, CA 92410			

2. In submitting this proposal it is understood that the right is reserved by the Housing Authority of the County of San Bernardino to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within ninety (90) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20____

(Company Name)

(Official Address)

(By)

(Title)

(Contractors State License Number)

(Telephone Number)

CURRENT CLIENT REFERENCES (REQUIRED)

Submit this form with the BID, failure to do so is grounds for disqualification.

Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone Numbers	_____
Contact Name/Title	_____
Type of Engagement	_____
<hr/>	
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone Numbers	_____
Contact Name/Title	_____
Type of Engagement	_____
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Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone Numbers	_____
Contact Name/Title	_____
Type of Engagement	_____
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City, ST, Zip	_____
Fax/Phone Numbers	_____
Contact Name/Title	_____
Type of Engagement	_____
<hr/>	
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone Numbers	_____
Contact Name/Title	_____
Type of Engagement	_____

Bidder's Company Name	_____
Legal Structure (corp./partner/proprietor)	_____
Principle Office Address	_____
City, ST, Zip	_____
Phone Number & Fax Numbers	_____
Email	_____
Federal Employer Identification Number	_____
Title of Person Authorized to Sign	_____
Print Name of Person Authorized to Sign	_____
Date Signed and Authorized Signature	_____